

Styleguide for “UMconnect”
(Drawn heavily from the Associated Press Stylebook.)

- Please provide text in upper and lower case, NOT ALL CAPS.
- Please single space and only use a hard return at the end of a paragraph.
- Copy forwarded from an e-mail you received should be stripped of its HTML code and put into a Microsoft Word or Notepad format.
- Please do not use underlines or bolds in your submissions.
- Publication and music titles should be in “quotes.”
- “Punctuation is always inside a closed quote.”
- Telephones should be given using hyphens 000-000-0000
- Submissions including flyers that will become links on the Web site should be accompanied by a short introductory paragraph with enough information to make the reader want to open the link or attachment.
- One space after punctuation (between sentences). Forget your typing class.
- Times should be 7 a.m. and 8 p.m. not 7:00 A.M. and 8:00 P.M.
- home page
- e-mail
- Web site, Web page, the Web, webcast, webmaster, webinar
- RELIGIOUS TITLES: when using “Reverend” as a title, it should always have “the” before it (the Rev. or the Reverend); use this for first references to a minister, on second reference use only the last name
- Ordained individuals in the UMC are known as bishops and ministers; pastor applies if a minister leads a congregation
- fund raising, fund-raising, fund-raiser; Examples: Fund raising is difficult. They planned a fund-raising campaign. A fund-raiser was hired. The organization is planning a fund-raiser.
- Okay, this goes against what we do, but here’s what they say: Flier is the preferred term for an aviator or a handbill.
- -wide, no hyphen. Examples: citywide, countrywide, churchwide
- rarely are we as “anxious” as we say we are...more often we are eager to do something, see something, etc., too often the word anxious is used when eager is meant. I’m very eager to make this point. I’m eager to see my children, not anxious
- MONTHS: Capitalize the names of months in all uses. When a month is used with a specific date, abbreviate only Jan., Feb., Aug., Sept., Oct., Nov. and Dec. Spell out when using alone, or with a year alone.
- PERCENTAGES: use figures and spell out (rather than using %): 1 percent, 2 percent, 50 percent. Use decimals, not fractions: 2.5 percent.